

## Explanation of Billing for the Family Interview and Exit Summary

- Completing the family interview form at any time either with a face-to-face meeting or via the telephone, may be counted as a contact.
- If, **prior to the date of the IFSP**, the SC attempts to complete the interview form with a face-to-face visit with the family, attendance at the IFSP meeting may be billed at the face-to-face rate. Attempting to complete the interview form may be interpreted as: a face-to-face meeting where all or a portion of the form is completed, or a face-to-face meeting that results in a refusal to complete the interview. Verification of a refusal must be verified by the parent's signature on the Family Interview form with the appropriate box marked.
- Failing to complete the family interview form with a face-to-face visit **prior to the date of the IFSP**, will result in the IFSP as being counted as a contact.
- The completion of the **exit summary** is billed ONLY as a contact.
- For families that refuse services, are determined ineligible, or are not in need of services, the SC may bill for the face-to-face time spent with the family, up to one hour at the IFSP rate, for completing the family interview if the following conditions have been met:
  - The interview form was completed during a face-to-face meeting with the family **prior to the date of the eligibility determination**,
  - The SC provides the family with the resource information that was requested during the interview, and
  - That within 10 business days from the eligibility meeting, the SC requests an authorization from the SPOE that must include appropriate verification that follow-up activities did occur.